



Professional Engineering Services

SIN 871-7/RC: Construction Management

Effective: Mod A299

*Contract Period: September 20, 2011 through
September 19, 2016*

Price List 2011-2015



GSA FSS Contract: GS-10F-0472X

Project Time & Cost, Inc.



General Information

Since 1982, PT&C has provided project management and cost engineering services for projects throughout the U.S. and abroad. Our technical staff's high standards, skills, and experience help owners reduce risk while making the most efficient use of both time and money in their projects.

Our core competencies include:

- ▶ Construction management
- ▶ Project and program management
- ▶ Cost estimating
- ▶ Life cycle cost analysis
- ▶ Risk analysis
- ▶ Scheduling
- ▶ Earned value management
- ▶ Value engineering and value analysis

PT&C's standard construction management methodology includes performing the following services through the phases of planning and feasibility, conceptual planning and engineering, procurement and construction, and project acceptance:

- ▶ **Advise** – PT&C functions purely as an owner's advisor. This primarily consists of verbal communication in a question and answer mode.
- ▶ **Monitor/Review** – PT&C functions primarily as the owner's advisor, but in a more active role. This still consists of verbal communication with the owner, but the communication is based on PT&C's first-hand observations and review of reports, records, and other documents.
- ▶ **Assist/Support** – PT&C takes on a very active role, often serving as the owner's representative in communications with the other parties. PT&C actively participates and communicates with all parties and assists with the preparation of reports, records, or other documents.
- ▶ **Perform** – This is PT&C's fullest level of service. At this level PT&C continues to function as the owner's advisor and in some situations as the owner's representative, and takes on the primary responsibility for performing given activities.

For more information, please contact:

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SIN 871-7

Construction Management

Under the PES contract, Construction Management (SIN 871-7) is described as follows:

Customer agencies shall utilize construction managers as its principal agent to advise on or manage the process over the project regardless of the project delivery method used. The Construction Manager assumes the position of professional adviser or extension of staff to the customer agency. The Construction Manager frequently helps the customer agency identify which delivery method is the best for the project. The construction management approach utilizes a firm (or team of firms) with construction, design and management expertise to temporarily expand the customer agency(s) capabilities, so that they can successfully accomplish their program or project. The Construction Manager also provides expert advice in support of the customer agency(s) decisions in the implementation of the project.

Project Design Phase Services

These services may include: design technical reviews; code compliance reviews; constructability reviews; analysis of Value Engineering proposals; preparation of cost estimates (including independent check estimates); cost analysis; cost control/monitoring; energy studies; utility studies; site investigations; site surveys; scheduling (including preparation of schedules and schedule reviews); review of design scope changes (including analysis of schedule impact); scheduling/ conducting/documenting design related meetings; and performing market studies (material availability, contractor interest, etc.).

Project Procurement Phase Services

These services may include: providing assistance to the Contracting Officer in contract procurement; answering bid/RFP questions; attending/participating in site visits; attending/participating in pre-bid conferences; preparing and issuing solicitation amendments for review and approval by the Government Contracting Officer; and performing cost/bid/proposal analysis.

Project Construction Phase Services

These services may include: establishing temporary field offices; setting up job files, working folders, and record keeping systems; maintaining organized construction files; scheduling and conducting preconstruction meetings; documenting actions taken and decisions made, etc.; monitoring the submittal review process; review and monitoring of project schedules for construction progress with emphasis on milestone completion dates, phasing requirements, work flow, material deliveries, test dates, etc.; assisting in problem resolution and handling of disputed issues (including development of Government position); maintaining marked up sets of project plans and specifications for future as-built drawings; performing routine inspections of construction as work proceeds, taking action to identify work that does not conform to the contract requirements, and notifying the contractors when work requires correction; compiling, through site inspections, lists of defects and omissions related to the work performed and providing these lists to the contractor for correction; review of construction contractor payment requests (including preparation of necessary forms for payment processing); monitoring project financial data and budgetary cost accounting; administration of construction contract change orders (issuing proposal requests, preparing cost estimates, reviewing cost proposals, assisting agency in negotiations, preparing change order packages for processing); scheduling, conducting, and documenting regular progress meetings with all interested parties to review project status, discuss problems, and resolve issues; scheduling, conducting, and documenting (prepare minutes, etc. for distribution) construction related project meetings; monitoring construction contractor compliance with established safety standards (note and report unsafe working conditions, failures to adhere to safety plan required by construction contract); monitoring construction contractor's compliance with contract labor standards; coordination of construction activities with customer Managers and occupying agency personnel;





monitoring the design and construction clarification process and, when appropriate, reminding the A/E and other parties involved of the need for timely actions; participating in all "Partnering" activities during construction (workshops, meetings, etc.); preparing special reports and regular project status reports; providing for progress and/or final photographs of project work; perform site surveys; provide assistance in obtaining permits; perform hazardous material assessments and monitoring of hazardous material abatement work; and provide cost estimating assistance.

Commissioning Services

These services shall include, but are not limited to, providing professional and technical expertise for start-up, calibration, and/or certification of a facility or operating systems within a facility. The CM must be able to provide any level of commissioning need from total support to specialty services. Commissioning services may require start-up planning, forecasting start-up duration, estimating start-up costs, determining start-up objectives, organizing start-up teams and team assignments, testing building system components, conducting performance tests.

Testing Services

The CM may be tasked to provide the services of an independent testing agency/laboratory to perform project specific quality control testing and inspection services. The services may include, but are not limited to, testing/inspection of soils, concrete, precast concrete connections, steel, steel decking, applied fireproofing, roofing, curtain walls/glazing, and elevator installations.

Claims Services

The CM may be tasked to provide Claims Services when and as required by the Government for specific projects. The CM will review disputes and claims from the A&E and/or construction contractor(s) and render all assistance that the Government may require, including, but not limited to, the following: Furnishing reports with supporting information necessary to resolve disputes or defend against the claims; preparation and assembly of appeal files; participation in meetings or negotiations with claimants; appearance in legal proceedings; preparation of cost estimates for use in claims negotiations; preparation of risk assessments/analyses relative to claim exposures; preparation of findings of fact and any other documentation required by the Government.

Post Construction Services

At or near substantial completion of project construction, the CM may be tasked to provide services such as: Performing Post Occupancy Evaluations (POEs); assisting Agency in the formulation of lessons learned; providing occupancy planning including development of move schedules, cost estimates, inventory lists, etc.; providing move coordination, relocation assistance, and/or furniture coordination; providing telecommunication and computer coordination.





Customer Information

- 1a. Special item numbers: 871-7/871-7RC
- 1b. Lowest priced model number and lowest unit price: Not applicable
- 1c. Job titles and descriptions: Attached
- 2. Maximum order: \$1,000,000
- 3. Minimum order: \$100
- 4. Geographic coverage: Worldwide
- 5. Point(s) of production: Same as company address
- 6. Discount from list prices or statement of net price: Discounts already deducted in attached prices
- 7. Quantity discounts: None offered
- 8. Prompt payment terms: Net 30 days
- 9a. Government purchase cards accepted up to the micro-purchase threshold: Yes
- 9b. Government purchase cards accepted above the micro-purchase threshold: Will accept over \$3,000
- 10. Foreign items (list items by country of origin): None
- 11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order
- 11b. Expedited Delivery: Items available for expedited delivery are noted in this price list
- 11c. Overnight and 2-day delivery: Contact contractor
- 11d. Urgent Requirements: Contact contractor
- 12. F.O.B. Points: Destination
- 13a. Ordering Address:
 - Project Time & Cost, Inc.
 - Attn: Erin Heeter
 - 2727 Paces Ferry Rd., Suite 1-1200
 - Atlanta, GA 30339
 - Tel: +1 770 444 9799
 - Fax: +1 770 444 9808
 - E-mail: erin.heeter@ptcinc.com
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
- 14. Payment address:
 - Project Time & Cost, Inc.
 - Attn: Accounts Receivable
 - 2727 Paces Ferry Rd., Suite 1-1200
 - Atlanta, GA 30339
 - Tel: +1 770 444 9799
 - Fax: +1 770 444 9808





- 15. Warranty provision: Contractor's standard commercial warranty
- 16. Export Packing Charges: Not applicable
- 17. Terms and conditions of Government purchase card acceptance: Contact contractor
- 18. Terms and conditions of rental, maintenance, and repair: Not applicable
- 19. Terms and conditions of installation: Not applicable
- 20. Terms and conditions of repair parts: Not applicable
- 20a. Terms and conditions for any other services: Not applicable
- 21. List of service and distribution points: Not applicable
- 22. List of participating dealers: Not applicable
- 23. Preventive maintenance: Not applicable
- 24a. Special attributes: Not applicable
- 24b. Section 508 compliance: Not applicable
- 25. DUNS number: 06-1518296
- 26. CCR database: Registered

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Engineering Services (PES) Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.







PT&C's Labor Rates

Below are PT&C's approved labor categories and fully loaded PES contract hourly rates. The rates do not include incidental and other direct costs (ODCs). All rates are the same for on-site and off-site work.

Labor Category	Labor Rates 9/20/11- 9/19/12	Labor Rates 9/20/12- 9/19/13	Labor Rates 9/20/13- 9/19/14	Labor Rates 9/20/14- 9/19/15	Labor Rates 9/20/15- 9/19/16
Engineering Principal	\$217.97	\$224.51	\$231.24	\$238.18	\$245.33
Senior Project Manager	\$171.99	\$177.15	\$182.46	\$187.94	\$193.58
Construction Manager	\$171.99	\$177.15	\$182.46	\$187.94	\$193.58
Team Leader	\$127.00	\$130.81	\$134.73	\$138.78	\$142.94
Quality Control	\$114.33	\$117.76	\$121.29	\$124.93	\$128.68
Senior Scheduler	\$120.55	\$124.17	\$127.89	\$131.73	\$135.68
Scheduler	\$105.27	\$108.43	\$111.68	\$115.03	\$118.48
Engineer 6	\$120.55	\$124.17	\$127.89	\$131.73	\$135.68
Engineer 5	\$105.27	\$108.43	\$111.68	\$115.03	\$118.48
Engineer 4	\$88.74	\$91.40	\$94.14	\$96.97	\$99.88
Risk Analyst	\$120.55	\$124.17	\$127.89	\$131.73	\$135.68
Technical Writer/Technical Editor	\$102.53	\$105.61	\$108.77	\$112.04	\$115.40
Technical Assistant	\$40.97	\$42.20	\$43.47	\$44.77	\$46.11

The rates shown above include the Industrial Funding Fee (IFF) of 0.75%.

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!™, a menu-driven database system. The Web site address for GSA Advantage!™ is: <http://www.gsadvantage.gov/>.

For more information on ordering from Federal Supply Schedules go to <http://www.gsadvantage.gov/>.





PT&C's Labor Category Descriptions

Engineering Principal

Identifies problems and provides solutions through a technical proposal; prepares and negotiates fee proposals; organizes a team of consultants; administers and manages projects; performs quality assurance and quality control; ensures delivery of final deliverables. Professionals in this position have earned a Master's degree and have a minimum of 15 years of experience in the design, construction or consulting industry; have experience managing teams in a profit/loss center; have experience with a wide range of projects, managing people and selling work; have earned one or more professional designations including, but not limited to CCE, CCC, PE, CVS, PMP; currently hold or have held a leadership position in a professional organization; author or speak at least two times per year at a professional organization event.

Senior Project Manager

Identifies problems and provides solutions through a technical proposal; prepares and negotiates fee proposals; organizes a team of consultants; administers and manages projects; performs quality assurance and quality control; ensures delivery of final deliverables. Professionals in this position have earned a Master's degree and have a minimum of 10 years of experience in the design, construction or consulting industry; have experience managing projects, managing people and selling work; have earned one or more professional designations including, but not limited to CCE, CCC, PE, CVS, PMP; currently hold or have held a leadership position in a professional organization; author or speak once annually at a professional organization event.

Construction Manager

Provides on-site supervision of a construction management staff; monitors construction operations; plans, supervises, and manages projects. Professionals in this position have earned a Master's degree in construction or a related engineering field and have a minimum of 10 years of experience in the design, construction or consulting industry; have experience managing projects, managing people and selling work; have earned one or more professional designations including, but not limited to CCE, CCC, PE, CVS, PMP; currently hold or have held a leadership position in a professional organization; author or speak once annually at a professional organization event.

Team Leader

Identifies problems and provides solutions through a technical proposal; prepares and negotiates fee proposals; organizes a team of consultants; administers and manages projects; performs quality assurance and quality control; ensures delivery of final deliverables. Professionals in this position have earned a Bachelor's degree and have a minimum of 10 years of experience in the design, construction or consulting industry; have experience managing projects, managing people and selling work; have earned one or more professional designations including, but not limited to CCE, CCC, PE, CVS, PMP; currently hold or have held a leadership position in a professional organization; author or speak once annually at a professional organization event.

Quality Control

Analyzes and organizes data and provides solutions through a technical proposal; performs quality assurance and quality control; ensures timely delivery of final deliverable. Professionals in this position hold a bachelor's degree and a minimum of 10 years of experience in the design, construction or consulting industry; have experience with a wide range of projects; have one or more professional designations including but not limited to CCE, CCC, PE, CVS, PMP; hold a membership in a professional organization.





Senior Scheduler

Provides scheduling development using Primavera project management software and assists with data gathering and data manipulation; provides software programming and analysis solutions; and documents all findings for shipping to the client. Professionals in this position hold a bachelor's degree and a minimum of 10 years of experience in the design, construction or consulting industry; have experience with a wide range of projects; have one or more professional designations, including but not limited to CCE, CCC, PE, CVS, PMP; have a membership in a professional organization.

Scheduler

Provides scheduling development using Primavera project management software; assists with data gathering, data manipulation, and the development of deliverables, studies, reports, and schedules; prepares deliverables for shipping to the client. Professionals in this position have a bachelor's degree and a minimum of five years of experience in the design, construction or consulting industry; have experience with a wide range of projects; have one or more professional designations, including but not limited to CCE, CCC, PE, CVS, PMP; have a membership in a professional organization.

Engineer 6

Prepares and performs in-house and external formal presentations of an instructional or marketing nature; performs client management and overall team management; ensures client expectations of deliverables are met; communicates both internally and externally on encountered problems and solutions; performs quality assurance and quality control; ensures on-time completion and delivery of final deliverables. Professionals in this position hold a bachelor's degree and a minimum of 15 years of experience in the design, construction or consulting industry; have experience managing a wide range of projects, managing people and supporting the sales process; hold multiple professional designations including, but not limited to CCE, CCC, PE, CVS, PMP; currently hold or have held a leadership position in a professional organization.

Engineer 5

Performs client management, project management and individual team management; ensures client expectations of the deliverables are met; communicates both internally and externally on encountered problems and solutions; performs quality assurance and quality control; ensures completion and delivery of final deliverables. Professionals in this position hold a bachelor's degree and a minimum of 10 years of experience in the design, construction or consulting industry; have experience managing a wide range of projects and managing people; hold multiple professional designations including, but not limited to CCE, CCC, PE, CVS, PMP; currently hold or have held a leadership position in a professional organization.

Engineer 4

Leads teams; performs and documents detailed takeoffs; creates estimates, schedules or other deliverables relevant to assigned discipline; creates in-house and external communications (memos, letters and reports) for project deliverables; undertakes literature searches and analyses of data activities for report preparation; prepares variances analyses. Professionals in this position hold a Bachelor's degree and a minimum of 8 years of experience in the design, construction or consulting industry; have experience managing a wide range of projects and managing people; hold at least one professional designation including, but not limited to CCE, CCC, PE, CVS, PMP; hold membership in a professional organization.





Risk Analyst

Makes in-house and external formal presentations; performs client management duties; ensures client expectations of deliverables are met; communicates internally and externally regarding encountered problems and solutions; performs quality assurance and quality control; ensures on-time completion and delivery of the final deliverable. Professionals in this position have a bachelor's degree and a minimum of 15 years of experience in the design, construction or consulting industry; have experience identifying project risks, analyzing risk registers, developing risk mitigation plans and calculating cost and schedule contingency using software tools such as Crystal Ball and Pertmaster; have at least one professional designation, including but not limited to CCE, CCC, PE, CVS, PMP; and have a membership in a relevant professional organization.

Technical Writer/Editor

Prepares detailed outlines for deliverables; logically sequences report volumes, sections, and subsections; establishes style guides; edits materials written by others for grammar, spelling, and consistency; develops new content for technical reports and deliverables; maintains version control of multiple sections of large documents; creates flowcharts and diagrams; receives multiple sections of reports and other deliverables from section authors and merges them into a single, consistent, and cohesive document in terms of style, voice, and formatting. Professionals in this position have a bachelor's degree and a minimum of five years of experience in writing a variety of document types such as reports, instruction guides, technical specifications, white papers, and articles; master-level skills in MS Word including advanced features of formatting such as tables, sections, cross-references, hyperlinks, and headers/footers; a demonstrated ability to coordinate, format, and logically organize multiple documents up to 200 pages with a full understanding of what goes in each section and what comprises the final product; and have a membership in a relevant professional organization.

Technical Assistant

Provides technical and administrative assistance in the development of deliverables, studies, reports, estimates and schedules; prepares deliverables for shipping to the client. Professionals in this position have at least two years of experience in the design, construction, or consulting industry providing technical assistance to executives and consultants in deliverable development. A high school diploma is required.

For all positions, the following substitutions are acceptable:

- ▶ *Master's degree can be substituted with 2 years of experience (in addition to the stated years of experience) plus a bachelor's degree.*
- ▶ *Bachelor's degree can be substituted with 4 years of experience (in addition to the stated years of experience).*
- ▶ *Professional designation can be substituted with 2 years of experience (in addition to the stated years of experience).*

